

PREVENT DUTY CONCERNS PROCEDURE

The University of Reading has obligations under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty").

This document sets out the processes by which the University of Reading manages concerns raised to it expressly or implicitly in relation to the Prevent duty.

Concerns about Students

1. A Prevent duty concern is raised either by:
 - Communication to the Student Welfare Team; or
 - Email to prevent@reading.ac.uk; or
 - Communication to a Designated Safeguarding Officer.
2. The Prevent e-mail address is monitored by the Student Welfare Team and the Prevent Duty Compliance Officer. Out of hours the e-mail address is monitored by Security Services.
3. Concerns should be recommended to the Student Welfare Team. The Student Welfare Team will then triage and if the concern is not thought to be related to the Prevent Duty, the Student Welfare Team will provide the appropriate support.
4. If the concern is identified as having the potential to be Prevent-related, the Student Welfare Team will refer the concern to the Prevent Duty Compliance Officer, who will be a member of staff from Governance. At the date of this policy, the Prevent Duty Compliance Officer is Jack Paulley (j.paulley@reading.ac.uk).
5. The Prevent Duty Compliance Officer shall convene a meeting of a Student Concern Group¹, of which they shall act as secretary. The Prevent Duty Compliance Officer shall make a record of the meeting of the Student Concern Group and, acknowledging the potential confidentiality and sensitivity of such a meeting, shall be the sole keeper of any minutes taken.
6. The Student Concern Group shall comprise:
 - The Director of Student Services (alternate: Director of Teaching and Learning Operations and Advice);
 - Campus Services Director (alternate: Security Services Manager);
 - The appropriate School Director of Academic Tutoring from the relevant School;
 - A Student Welfare Officer; and
 - The Prevent Duty Compliance Officer (Secretary)
7. Additional colleagues may be asked to attend a meeting of the Student Concern Group as appropriate to the particular concern raised. This may include (but is not limited to) colleagues from Counselling and Wellbeing and Designated Safeguarding Officers.

¹ The University would escalate a concern externally and/or seek advice from Prevent partners as appropriate and without delay, without needing to exhaust all internal support systems.

8. The Student Concern Group may also seek informal support and advice from the Further and Higher Education Prevent Co-Ordinator for the region.
9. The Student Concern Group shall direct that relevant enquiries be undertaken, as it deems necessary.
10. The Student Concern Group shall consider whether the student is at risk of being drawn into radicalisation or extremism, or whether there is any other safeguarding or wellbeing issue of which the University should be aware. The Student Concern Group shall consider appropriate support that the University can provide to the student and, where such support can be provided, will take reasonable steps to ensure such support is put in place.
11. Where there is no appropriate support that the University can provide and/or that support is insufficient and/or unlikely to be effective and/or support arrangements previously put in place have not been effective, the matter shall be considered for an external referral.

Concerns about Staff

12. A Prevent duty concern is raised either by:
 - Communication to Human Resources; or
 - Email to prevent@reading.ac.uk; or
 - Communication to a Designated Safeguarding Officer.
13. The concern is referred to the Director of Human Resources, who will undertake triage. At the date of this policy, the Director of Human Resources is John Brady (jj.brady@reading.ac.uk) who will liaise with the Prevent Duty Compliance Officer. In the absence of the Director of Human Resources, concerns will be referred to the Assistant Director of HR, Advisory Services (c.rolstone@reading.ac.uk).
14. The Prevent Duty Compliance Officer shall convene a meeting of a Staff Concern Group, of which they shall act as secretary. The Prevent Duty Compliance Officer shall make a record of the meeting of the Staff Concern Group and, acknowledging the potential confidentiality and sensitivity of such a meeting, shall be the sole keeper of any minutes taken.
15. The Staff Concern Group shall comprise:
 - The Director of Human Resources (alternate: Assistant Director of HR);
 - The Director of Legal Services (alternate: Legal Advisor);
 - A Head of School or Head of Function; and
 - The Prevent Duty Compliance Officer (Secretary)
16. Additional colleagues may be asked to attend a meeting of the Staff Concern Group² as appropriate to the particular concern raised. This may include (but is not limited to) the Campus Services Director (or the Security Services Director in his or her absence), the relevant Head of School or Head of Function, Occupational Health and Designated Safeguarding Officers.

² The University would escalate a concern externally and/or seek advice from Prevent partners as appropriate and without delay, without needing to exhaust all internal support systems.

17. The Staff Concern Group may also seek informal support and advice from the Further and Higher Education Prevent Co-Ordinator for the region.
18. The Staff Concern Group shall direct that relevant enquiries be undertaken, as it deems necessary.
19. The Staff Concern Group shall consider whether the member of staff is at risk of being drawn into radicalisation or extremism, or whether there is any other safeguarding or wellbeing issue of which the University should be aware. The Staff Concern Group shall consider appropriate support that the University can provide to the member of staff and, where such support can be provided, will take reasonable steps to ensure such support is put in place.
20. Where there is no appropriate support that the University can provide and/or that support is insufficient and/or unlikely to be effective and/or support arrangements previously put in place have not been effective, the matter shall be considered for an external referral.

External reporting of student and staff related concerns

21. Where a concern about a student or a member of staff is deemed to require a consideration for external referral, the Prevent Duty Compliance Officer will discuss the matter with the University Secretary, as the person responsible for Prevent compliance within the University (or another member of the University Executive Board in their absence). Advice will be sought from the Security Services Manager, the Further and Higher Education Prevent Co-Ordinator and, if appropriate, from Thames Valley Police. If, following those discussions it is considered necessary, the University will make such a referral.
22. The University will report to the Office for Students in a timely manner:
 - any incident judged to be serious relating to its Prevent duty responsibilities; or
 - material changes which affect the way in which the University delivers its responsibilities under the Prevent duty.

The decision on whether to report an incident to the Office for Students will be made by the University Secretary, as the person responsible for Prevent compliance within the University (or another member of the University Executive Board in their absence).

Record keeping and confidentiality

23. It is the University's aim is to deal with concerns raised under this procedure sensitively and with due respect for the privacy of any individuals involved. All individuals involved in the procedure must treat as confidential any information communicated to them in connection with a matter which is subject to this procedure, subject to the need to seek appropriate advice and guidance as set out herein.
24. A single record of the discussions and decisions made under this procedure will be held by the Prevent Duty Compliance Officer and may only normally be accessed for reasons relating to the procedure or the Prevent duty.
25. Any information or personal data shared with external organisations in the operation of this procedure will be done in accordance with the University's obligations under the General Data Protection Regulation and the Data Protection Act 2018 and the University's [Data Protection Policy](#).

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
1.1	Governance	Annually	UEB	21 November 2016
2	Governance	Annually	UEB	23 September 2019